

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

MILITARY FUNERAL HONORS SUPPORT ASSISTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions located within the Department of Veterans Affairs which provide clerical, operational, administrative and programmatic support to the Military Funeral Honors Program. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are located within the Department of Veterans Affairs and perform clerical, operational, administrative and programmatic support functions to the Military Funeral Honors Program, which provides military funeral honors ceremonies for veterans.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

MILITARY FUNERAL HONORS SUPPORT ASSISTANT

The positions in this classification are located within the Department of Veterans Affairs and perform clerical, operational, administrative and programmatic support functions to the statewide Military Funeral Honors Program, which provides funeral honors ceremonies for veterans. Positions receive calls and requests for funeral honors services and obtain needed information on forms; ensure all documents are received to establish eligibility for the program; forward eligibility documents to the Active Component, National guard, or Veterans Service Organization is their assistance is requested; maintain the ongoing calendar of funeral honor events for State teams and other service providers; as needed, perform as a member of a funeral honors detail in uniform and function as a pall bearer as necessary; update and maintain the funeral honors program database; process requests for donations, after establishing the eligibility of the deceased, and forward appropriate documents to agency finance personnel; compile the documents needed to pay donations to veterans service organizations; provide information regarding the program to funeral directors, veterans groups, County Veterans Service Officers, veterans, or their families; and prepare program correspondence, reports, charts, summary sheets, and statistical information.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. It is required that a person with military experience (i.e., any branch of the military service including National Guard, Reserves, and Coast Guard) or any veteran with other than dishonorable discharge be appointed to this position who can comply with Title 10, United States Code, Section 772 and the specific regulations of the individual armed forces which allow only members or former members of the armed forces to wear the military uniform. Because the duties include carrying and discharging a firearm, employees in this class must be able to pass a background investigation prior to appointment indicating no unpardoned adult felony convictions and no convictions for a misdemeanor crime of domestic violence.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 2, 2000 and announced in Bulletin CLR/SC-115 to describe positions located within the Department of Veterans Affairs which perform administrative and programmatic support functions to the Military Funeral Honors Program which provides funeral honors ceremonies for veterans over a large geographical area comprised of multiple counties.

